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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL MARKETING SERVICE  
FRUIT AND VEGETABLE DIVISION

MANUAL FOR SHIPPING POINT SUPERVISORS



Washington, D. C.

Revised May 1954

For Use of U.S.D.A. Fresh Fruit and Vegetable Inspectors Only

Agriculture - Washington



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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL MARKETING SERVICE  
FRUIT AND VEGETABLE DIVISION  
FRESH FRUIT AND VEGETABLE INSPECTION

MANUAL FOR SHIPPING POINT SUPERVISORS 1/

INTRODUCTION

(1)

This manual is for the guidance of those Supervisors who have been assigned to direct the shipping point inspection of fresh fruits and vegetables under cooperative agreements. Detailed instructions to inspectors have been issued in the general Shipping Point Handbook and in the individual products circulars. Supervisors are to be guided by all these instructions as well as those contained in this Manual. In addition, directions will be issued from the Washington office, or that of the District Supervisor. When problems arise which are not covered by existing instructions, the District Supervisor should be consulted at once.

ADMINISTRATIVE RESPONSIBILITY

(2)

The Secretary delegates his administrative authority under the Act to the Administrator of the Agricultural Marketing Service who in turn passes it on to the Director of the Fruit and Vegetable Division, who then places the immediate responsibility for directing the work with the Chief of the Fresh Products Standardization and Inspection Branch.

SRA 93: The general directions for the work are contained in SRA 93, Revised, Rules and Regulations of the Secretary of Agriculture Governing the Inspection and Certification of Fruits and Vegetables and Other Products. In addition to these Regulations, the Service is governed by instructions of various kinds issued from the Washington office through the medium of Handbooks, Memoranda, News Letters, and direct letters and wires. The Supervisor should keep a convenient file of all such instructions and see that all which apply to the inspectors under his supervision are given to them promptly in convenient form for their use.

(3)

RELATIONS OF THE SUPERVISOR WITH THE WASHINGTON AND DISTRICT OFFICES

(4)

The Washington office is responsible for determining Federal policies and issuing general instructions for their administration. The District office is immediately responsible for seeing that such instructions are properly carried out by the Supervisors. The Supervisor is, therefore, directly responsible to the District Supervisor for the conduct of his

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1/ This is a revision of "Manual For Shipping Point Supervisors, issued June 1947.

work and should deal directly with him on such matters as personnel needs, supplies, the proper application of instructions to unusual situations, and grade interpretations where abnormal conditions are found.

- (5) The Standardization Section of the Washington office will frequently request samples of fruits and vegetables from the Supervisor and request his opinion regarding the practical application of certain grade specifications. In such matters, it is proper to deal direct with the Washington office but the District Supervisor should receive copies of replies to such inquiries. The Washington office may also ask the Supervisor direct for his opinion regarding the progress of the work under the cooperative agreement or other matters related to the Service. Any such direct communication from the Washington office should be handled by direct reply but copies of all correspondence that pertains to the operation of the inspection service should be sent to the District Supervisor.
- (6) It is also proper for the Supervisor to wire or write Washington direct (with a copy to the District Supervisor) for detailed information regarding reversals of certificates on cars which were originally inspected in his territory.
- (7) The Supervisor should keep the District and Washington offices advised of all requests for special services received from other Government Agencies. Such services should be undertaken only with the knowledge and approval of the Washington office which is responsible for authorizing such work.
- (8) The Supervisor should keep the Washington office thoroughly acquainted with all changes in State legislation or administration which in any way affect the service. The Washington office should also be kept advised of the formation of new cooperative Marketing Associations or other agencies which may have a bearing on the progress of the work.
- (9) Supervisors should also advise the Washington and District offices of unusual conditions at shipping points affecting any commodity which is being inspected. Such conditions as a freeze, unusual amount of rainfall, hot day weather, hail or wind damage, unusual prevalence of scarring, seedstems, peelers, etc., are some of the conditions which should be reported. Information regarding new varieties of products or containers which are being shipped should be reported. This will enable the Washington office to keep market inspectors properly informed on matters of vital importance to the success of the service.

(10) RELATION OF THE FEDERAL SUPERVISOR WITH THE COOPERATING AGENCY

The Federal Supervisor will receive a copy of, and should study carefully the Cooperative Agreement in order that he may have a clear picture of the duties and responsibilities of each party. The Federal and State Supervisors must each respect the rights of the other and not



infringe upon them. There will be times, however, when the exercise of these duties will call for the closest cooperation between Federal and State Supervisors as in the selection of personnel - the state employing the inspector, the Federal Department licensing him. A definite understanding should be reached as to procedure in handling such work in order to avoid the embarrassment of refusing a license to a man who has been employed by the State. Fairness, friendly frankness, and firmness on the part of the Federal Supervisor will enable him to secure the assistance from the cooperating agency which is necessary to insure an efficient service.

The supervisor should scrupulously avoid taking part in State politics or showing that he favors any particular group or individual. He should refuse to assist in drawing up any state legislative measures affecting the Service without first obtaining the approval of the District Supervisor. Any requests for new lines of work should be taken up with the cooperating agency before such work is started. This will particularly apply to inspections requested under Federal Marketing Agreements, and purchase programs. Such work will require certain financial obligations on the part of the cooperating agency and should be undertaken only by mutual agreement. (11)

RELATION OF THE FEDERAL SUPERVISOR WITH DESTINATION OFFICES (12)

The relation of the Supervisor with terminal offices will be principally in connection with reinspections. If a receiving market office cannot get information as to the shipping point grade of a car through daily car lists, it is authorized to wire the shipping point supervisor direct. Such wires should receive very prompt handling for they generally mean that a terminal inspection is being held up pending information as to what was found at shipping point.

Supervisors should not start arguments with destination inspectors. Inquiries may be directed to destination inspectors in order to obtain detailed information as to the reasons for reversals in order properly to correct the shipping point inspector whose certificate has been reversed. In some cases, supervisors have found it advantageous to have representative samples of specimen that cause reversals mailed to them. If this is desired, the supervisor should make the request through the Washington or District offices. If any exception is taken to a reversal, it should be taken up with the Washington office which has authorized the reversal. (13)

Requests for Market Information and Market Inspections on S.P.I. Cars: (14)  
It is recognized that Supervisors would obtain valuable information if they could receive copies of all certificates issued in markets on shipping point inspected cars. However, it is impractical to attempt a

general service of this kind because of the additional clerical work involved and the limited number of copies which can be prepared. Market inspectors have been instructed to send shipping point Supervisors copies of certificates covering unusual conditions found in cars which were inspected at shipping points, providing extra copies are available.

- (15) When supervisors desire special information from market inspectors on products originating from a given state, such requests should be made direct to the Washington office. Such requests will be complied with, when it appears such information is of sufficient importance to warrant the additional service requested.

- (16) Requests for Market Inspections For Shippers: Federal Supervisors should not send wires requesting inspections of cars for shippers. Shippers should be advised to wire their requests to market offices direct. In cases where shippers insist on the Supervisor composing the wire, they should be advised that the shipper must sign the wire personally or authorize signing in writing. When the signing is authorized, a copy must be sent to the applicant. This procedure will give the market inspector a direct request from the shipper and may prevent a question being raised as to who requested the inspection.

- (17) RELATION OF THE FEDERAL SUPERVISORS WITH OTHER FEDERAL AGENCIES  
FOR WHOM INSPECTIONS ARE BEING MADE

The shipping point Inspection Service is frequently used by various Federal agencies which need official evidence of compliance with the quality requirements of their programs. Every effort should be made to assist with such programs in as far as is possible under the authority of the Service. The Supervisor should remember, however, that the Shipping Point Service is cooperative and the cooperating agency should always be advised of such proposed programs and the inspection details worked out with it - especially the financial arrangements for the reimbursement of the cooperating agency for its expenditures under the program. The program agency usually has a representative on the ground to handle the administrative details of such programs other than inspection. The Federal Supervisor alone is responsible for the inspection work and will take his instructions only from Washington or the District office. The District Supervisor should be consulted if the proposed program involves any procedures not covered by established regulations.

- (18) DUTIES OF THE SUPERVISOR

Selection of the Licensees: Under most agreements, it is the duty of the cooperating agency to employ the inspectors. The Federal Department licenses the inspectors and is responsible for their training and



supervision, the interpretation and application of grades, methods of making inspections, and certificate writing. Successful operation under such agreements requires, however, that there be the closest cooperation between the two agencies in this most important duty.

All Supervisors should impress upon State officials and others the advisability of using trained personnel. It is highly important to the success of the Service from a Nation-wide standpoint that the states not only use men who have training and experience but that they help keep qualified personnel continuously employed. The length of time many of these men remain in the Service will depend upon whether they are able to move from one state to another without material loss of time. The Supervisor should, therefore, urge upon the cooperating agency the necessity of using trained men who indicate a desire to stay with the inspection work, regardless of the part of the country from which they come. (19)

State Civil Service Requirements: In some states permanent inspectors must be selected under State Civil Service regulations but temporary or seasonal inspectors can be employed without Civil Service approval. It is, of course, necessary to recognize the state laws in this matter of selecting inspectors and such state appointees should be given every opportunity to qualify for Federal licenses through the usual training classes, or periods of on-the-job training, but licenses should not be issued to such appointees until they show themselves competent to issue Federal-State certificates, as other candidates are required to do. (20)

Use of State Employees Who Have Other Duties: Some states, in which the work is seasonal, assign to the fresh fruit and vegetable inspection work men who hold state appointments for other lines of work such as quarantine and weed control. Such men generally make good inspectors but they should be given licenses only because they qualify for the work and not because they happen to be available at the time, or because they hold state positions. It should be clearly understood that no licensee can be used to enforce state laws or regulations. (21)

Lists of Qualified Licensees: The Washington and District offices maintain lists of qualified licensed inspectors who are available for assignments and these offices should be consulted well in advance of the beginning of the work period when additional men are going to be needed. (22)

Exchanging Inspectors With Other States: The seasonal nature of fresh fruit and vegetable inspection work in most states makes it impossible for such states to retain inspectors throughout the year, and those states which have all-year work for a number of men need additional help during periods of heavy shipments. One of the most important duties of the Supervisor is to secure the cooperation of the state in the employment of trained men who are being released by other states where work has been completed. There is generally a desire on the part of the state to use (23)

resident inspectors for such work. There can be no objection to this if the local men are properly qualified, but such men frequently wish to inspect also in other states and the advantages of reciprocal arrangements with other states both from the standpoint of a more efficient service and that of local inspectors should be pointed out.

- (24) Future needs of the Service should be anticipated as far in advance as possible, and, through our Washington office, Supervisors of states from which inspectors are going to be released should be advised of the number of men likely to be needed, their qualifications, and the time they should report.
- (25) The efficiency of the Service as a whole is so dependent on the daily supervisory work of the key inspector that those who have been found successful in this type of work should be transferred from other states, if necessary, to help set up new deals instead of trying to train new men for such work at a time when the Supervisor should be free to handle the many details incident to the direction of the work. It follows, therefore, that when key men are requested by the Supervisor of another state, every effort should be made to release them on the date needed even though it may be necessary to assign others to finish up their work.
- (26) In the past, there have been a few cases in which Supervisors have communicated directly with licensees in reference to transfers from one deal to another. This procedure has caused confusion, misunderstanding and just criticism, and should be discontinued. All communications dealing with the transfer of inspectors should be directed to the Washington office or the Supervisors under whom the inspectors are working.
- (27) Licensing Inspectors: A Federal license card is an authorization by the Secretary of Agriculture to inspect and certify the commodities indicated on the back thereof. It is usually countersigned and issued by the Federal Supervisor in the state but may be signed by a representative of the Washington or of the District office. It may be issued to any person who is considered competent to do the work in question. As a matter of policy, however, the issuance of licenses is limited to persons who are expected to devote full time to inspection, at least periodically, and to whose direction the Supervisor can give adequate attention either personally, or through "Key men" approved for supervisory work. State officials whose connection with the work under a cooperative agreement does not include making inspections or actual supervision of the inspection work should not be licensed. A license card should never be issued as a compliment to any one.
- (28) It is not necessary to issue license cards to inspectors who hold appointments by the Secretary either as Federal inspectors, or as agents or collaborators. Such appointments confer the necessary authority to make inspections.



An inspector should not be permitted to sign certificates unless he holds a valid license card dated on or before the date on the inspection certificate. License cards must not be dated back to cover certificates already issued. The Secretary does not make retroactive appointments. Men in training may assist licensed inspectors but cannot sign certificates either individually or jointly.

(29)

License cards expire June 30 and new ones must be issued before any work is done in the new fiscal year.

(30)

The last Supervisor under whom the licensee works before the close of the fiscal year should take up his license card and return it to the Washington office, issuing a new one if the licensee continues to work beyond June 30. Supervisors should list on the new card the names of commodities appearing on the expired card and place the number of the fiscal year which has just closed after the last commodity listed. This will show what commodities are added during the new fiscal year. If more than 15 commodities including most of the basic commodities as potatoes, apples, peaches, citrus, onions, etc. were listed on the old card, the words "Fruits and Vegetables" may be written on the new one in place of the individual commodities. In listing on license cards the commodities which the licensee has been authorized to inspect, the Supervisor should not restrict the commodities to any particular state. Once an inspector has qualified to certify a commodity in one state, the same authority holds in all states.

(31)

Supervisors should require licensees to surrender license cards upon leaving their jurisdictions, unless they are to continue to inspect under other Supervisors within the fiscal year. It will be sufficient for Supervisors to whom a licensee has reported from a previous assignment in another State to initial the licensee's card which was received on the previous assignment. The date the card is initialed should also be shown on the card, together with names of any additional products which the licensee is being authorized to certify. No one but Federal Supervisors are authorized to add the names of additional products to a license card. State officials and "key men" should not issue nor add commodities to license cards.

(32)

Correct first names or initials of inspectors should appear on license cards, and not nicknames. The name on the license card should be exactly the same as that on the back of the Personnel Record Card and as that which will be used in signing certificates.

(33)

Appointment of Key Men: Since it is impossible on a large deal for a Supervisor to give immediate supervision to the work of each licensee, it is necessary to designate certain of the more experienced licensees to have immediate direction of the work of groups of inspectors who are working in limited areas. Such assistants are called "Key Men." The license cards of "Key Men" who have immediate supervision over certain groups of inspectors must, in addition to the signature of the Federal Supervisor, bear the initials of a representative of the Fruit and Vegetable Branch in Washington or they must be otherwise specially designated by Washington

(34)

for such work. When issuing cards to "Key Men" the Supervisor must type or write with ink across the left margin of the face of the card the words, "For Supervisory Work" and forward same to the District office for approval, after which they will be sent to the Washington office for final approval. Good "Key Men" are recognized as essential to the successful operation of any deal. For this reason, it is essential that the Federal Supervisor insist upon enough well trained key personnel for each deal. If necessary, the District and Washington offices will assist in securing such personnel. Key men should be selected on the basis of qualifications and experience, and not on friendship nor entirely on length of service. The Supervisor should carefully instruct "Key Men" as to their duties and what is expected of them. The District office can furnish a guide that may be of value in selecting and training "Key Men."

(35)

Personnel Record Card: A Personnel Record Card, FV 292, for each licensee must be made out in quadruplicate and signed by the applicant before a license card is issued by the Federal Supervisor. The information appearing on these cards must be accurate, and the signature used on the back of this card must be the same as that which will be used in signing certificates. One copy of this card should be mailed immediately to the Washington office and one to the District Supervisor. One should be retained by the Supervisor for future reference and one should be retained by the Inspector. The copy retained by the Inspector should be shown to future Supervisors, in order to prevent duplicate cards being mailed to Washington and to the District offices by two or more Supervisors. All Supervisors should try to prevent issuance of duplicate cards by asking the licensee if any other Supervisor has previously sent in one of these cards.

(36)

Licensee's Service Record Card: Each Federal Supervisor should make out and send to the District and Washington offices a Licensee's Service Record Card, FV-293, for every inspector who has worked under his supervision during the fiscal year. If the licensee has worked in two or more states under the same Supervisor, only one record card is required. In the event the Supervisor wishes to change the rating during the year, two or more cards may be made for the same inspector.

(37)

The factors in the Supervisor's report on the Licensee's Service Record Card should be reported in the following manners: "Personality" should be reported with a descriptive word or phrase such as: Friendly, Agreeable, Quiet, Abrupt, Disagreeable, Pleasing, Arrogant, Talkative, Crabbed, Argumentative. Other factors as "Tact," "Judgment," "Ability to deal with people," "Knowledge of Products" etc. should be rated in numbers 1, 2, 3, 4 or 5 as the inspector's ability on these factors merits.



The "grade" factor is determined by an evaluation of all marks given on the preceding factors and by the Supervisor's opinion of the inspector's performance and capabilities. Some measure of consistency between other factors and "grade" is necessary. For example: the following would be inconsistent:

(38)

Personality	Agreeable
Ability to deal with people	(1)
Knowledge of Products	(3)
Judgment	(3)
Industry	(1)
Tact	(2)
Punctuality	(1)
Reliability	(2)
Cooperation	(1)
Grade	1

Further information for rating inspectors is given on Card FPI 54 and should be used as a guide.

Licensees who have been placed in Grade 5 should not be re-licensed in any area except on special authorization from the Washington office.

(39)

If the licensee was received on a transfer from another state, the Supervisor giving a Grade 5 rating should immediately write an explanation to the Supervisor who transferred the licensee, giving details as to why the Grade 5 was necessary. Also if a Supervisor does not want to reuse a Grade 3 or 4 inspector, the transferring Supervisor should be advised as to the reasons, so the inspector can be helped to correct his weakness or given a more suitable assignment. In all the above cases, the Licensee's Service Record Card should show (on the back if more space is needed) why he is given a 5 rating, or that his services are not desired again in that state.

(40)

In cases where there is doubt in the mind of the Supervisor as to the advisability of discontinuing men with questionable qualifications or conduct, all facts should be submitted to the Washington, D. C. office and the District Supervisor for a decision.

(41)

Suspension of Licenses: A license once issued can be cancelled or revoked only by action of the Secretary of Agriculture. Pending final action by the Secretary, the Administrator of the Agricultural Marketing Service may, whenever he deems such action necessary, suspend the license of any licensed inspector by giving notice of such suspension to the licensee, accompanied by a statement of the reasons for the suspension. The Administrator has delegated this authority to the Director of the Fruit and Vegetable Division. The Director has re-delegated the authority to the Chief, Fruit and Vegetable Branch. Within 7 days after receipt of

(42)

notice of suspension, the licensee may file an appeal in writing to the Secretary supported by any argument or evidence he may wish to offer. Suspended licensees seldom avail themselves of the privilege of appeal to the Secretary within 7 days. Suspension is, therefore, generally equivalent to cancellation of the license. If a suspended licensee requests reinstatement, the Washington office should be advised and its decision awaited. The State Supervisor should confer with the District Supervisor whenever he thinks it advisable to recommend the suspension of a license.

(43)

The most common reasons for suspension are drinking and careless or willful disregard of instructions in making inspections. Bribery, failure to pay bills and many others involving misconduct may also justify such action. Drinking, or showing the effects of recent drinking while on the job, are sufficient reasons for suspending a license. So, also, is drinking when not on the job which results in conduct prejudicial to the good of the Service. This position of the Service on drinking should be made clear to all licensees during their training and should be consistently enforced.

(44)

When considering the suspension of a license, the full particulars should be wired or air mailed at once to the Washington office with a copy to the District office. Reasons for the suspension of the license should be recorded on the back of the "Licensee's Service Record Card, FV-293."

(45)

Training Inspectors: Successful training of inspectors requires careful advance planning. The Supervisors should estimate well in advance the number of men he will need on a particular deal and the amount of training of new men he will have to do. He should submit to the District Supervisor a proposed training program and get his suggestions. The District Supervisor will then work out with the Washington office plans for needed assistance in the training work by the Standardization Section and the District office.

(46)

It will generally be found that the available men for any large deal will fall into three grades, (1) beginners with limited knowledge of the product and no experience in inspection work, (2) inspectors with some experience in official inspection work but little or no experience with the product in question, and (3) trained inspectors with satisfactory recent experience who can be put to work without additional training. Where a training class is large, it is generally best to separate groups (1) and (2) and give each the work it particularly needs.

(47)

The extent and nature of the training program undertaken at any time will depend on the following considerations:



1. Funds and time available for training purposes.
2. The number of products to be covered.
3. Type of Certification

- a. Carlots
- b. For Processing Plants

Ideal training will consist of a thorough course in (a) the Shipping Point Handbook, (b) the Products Circulars, (c) the official grades covering the product, (d) practice in grading the product, keeping notes, and writing certificates, and (e) a written examination covering the above subjects, including demonstration of ability in grading the product, keeping notes and writing a certificate, and (f) a period of on-the-job training with an experienced inspector. (48)

The length of time which can be given to such training will depend on the funds which the state has available for this work. Some states pay the inspectors full wages for this training period, some will pay half wages, while others do not pay anything. When time is limited for this training work, the greater part of the time available should be devoted to the grades and their application through grading demonstrations, and to proper certificate writing. Further training in the handbook instructions should be continued even after the inspector has been licensed. Until the licensee has mastered the handbooks, he will be so dependent on others that he can seldom be entrusted with an independent assignment. (49)

Training for the inspection of farmers' deliveries of various products at processing plants is the same in general as for regular grade certification except that the General Handbook training may be limited mainly to Parts I and II of the Shipping Point Handbook, and the inspector given an opportunity to practice sorting samples until he develops the speed necessary to avoid holding up the unloading of trucks. (50)

It is felt that every training course should end with a written examination covering the subject matter which has been presented, and a demonstration by the prospective licensee of his ability properly to score samples and write a certificate or report. Lists of the questions used in the examination together with the grades made by each trainee should be mailed to the Washington and District offices. (51)

When the showing made in a training class leaves a serious doubt as to the qualifications of a trainee, it is generally better to refuse him a license than to continue him "on trial" as there is frequently a tendency to do. A weak trainee generally makes a weak inspector and it is easier to refuse a license at training time than to suspend it later. (52)

(53)

Assignment of Inspectors: Some states, especially those whose permanent inspectors are employed under State Civil Service, insist on the right to assign inspectors as they think best. In the majority of our cooperative inspection agreements this is a joint function. The rights of the states in this matter must be respected but under proper cooperative relations, it is usually possible to reach mutually satisfactory agreements on all assignments. Likewise the order in which temporary inspectors shall be dropped as the work declines should be a matter of mutual agreement.

(54)

Direction of Inspectors: It is physically impossible in any large deal for the Federal Supervisor to personally give each inspector the attention which is desirable. In most states, Federal Supervisors have designated certain inspectors as Key Men to assist in this phase of their work. These men are given limited supervisory authority over a certain number of inspectors who are so located that their work can be checked frequently enough to be sure that they are properly performing their duties. The Supervisor should not depend entirely on these Key Men but should check the work of the individual inspectors at intervals, so that he will have first hand knowledge of the character of their work and will be thoroughly familiar with the ability of each man who is working under him. If practical, he should require each Key Man to send in a daily report showing the number of inspectors he visited, the character of the work of each man, and what assistance he was given.

(55)

If, while checking the work of inspectors, the Supervisor or "key" man finds a lot that has been incorrectly certified, the Supervisor and/or "key" man should reinspect the lot and inform the applicant of the correct findings. If an incorrect report has been issued by the inspector, all copies of the certificate or short form should be recalled and a corrected report or certificate issued.

(56)

Such cases should be treated as a new inspection and not as appeals unless a report has been issued and the grower or shipper insists on standing on its results. In that case, an appeal will be necessary and should be made by two inspectors of higher rank and greater experience than the original inspector (preferably the Federal Supervisor and a key man).

(57)

Their findings should be final and an appeal certificate issued handling the case like any other appeal inspection except that the permission of the Washington, D. C. office would not be required to reverse the previous certificate.

(58)

The Federal Supervisor should hold frequent conferences with his Key Men in order to be sure that they are uniform in their grade interpretation, and in instructions on certificate writing, and inspection procedure. Occasional conferences of all inspectors and Key Men are a great help in promoting uniformity and should be held as often as conditions will permit.



Checking Inspector's Notes and Rough Drafts of Certificates: The Federal Supervisor is responsible for seeing that each inspector has the proper forms for making notes on his inspections and the necessary facilities for keeping them in good condition. The headings for notes on the back of the note sheets should be stamped in with a rubber stamp or printed in whenever a large number of the forms will be used. This not only saves the time of the inspector but promotes uniformity. (59)

The Supervisor should assign to certain of his assistants the task of checking the longhand draft of each certificate for errors or omissions before it goes to the typist. This should include a check of the inspector's notes for completeness, accuracy, and neatness. The Supervisor can further check the inspector's work in this connection for the notes are always filed with the copy of the certificate which is retained in the office. (60)

Either the person who has checked the longhand draft or the inspector, if he signs his certificate, should again check the typed certificate for any errors or omissions. Special attention should be given to legibility of copies. The copy which is mailed to Washington must be clearly legible, since it may be necessary to make photostats of it. The first carbon copy should be selected for this purpose. (61)

Signatures on Inspection Certificates: The inspector shall sign with ink the original of each certificate. All but the file copies of Export Form certificate must be signed. Also, when certifying products under marketing agreements or purchase programs or on other occasions, the inspector may be required to sign one or more copies in addition to the original. (62)

Signature by Supervising Inspectors: A Supervisor may sign the certificate for an inspector working under him only when it is impossible for the inspector to be present to sign for himself. Only a "key man" or Supervisor having "For Supervisory Work" endorsed on his card may sign as Supervising Inspector. In such cases, the Supervisor is authorized to sign his name under or to the left of the typed name of the inspector. This signature should be over the Supervisor's typed name and the words "Supervising Inspector." The Supervisor's name and title must appear on all copies, preferably typed, but where impractical, longhand is permissible. In large offices where any of several Supervisors may sign a certificate, it is not essential to type the Supervisor's name if his signature is legible on all copies. Examples: (63)

<u>Joseph Doakes-Supervising Inspector</u>	<u>John Doe</u> Inspector or
--	------------------------------------

Joseph Doakes-Supervising Inspector

When signing for another inspector, the Supervisor should check the typed certificate carefully against the inspector's notes.

- (64) The term "Supervising Inspector" is not an official title but is a designation of duties. Such terms as "Inspector-in-Charge" are not to be used in signing certificates in this connection.
- (65) It is illegal to sign the name of another person to a Government document without power of attorney. It is also illegal to sign Government documents in the blank form before they are typed. This includes Federal-State certificates.
- (66) Power of Attorney: One employee may sign the name of another under authority of a power of attorney of a prescribed form and under specified limitations. Except under very unusual circumstances, this plan has no advantage over signature by the Supervising Inspector and should practically never be used. When it is considered necessary, consult the Federal Supervisor. The essential forms for authority for power of attorney should be secured from the Washington office.
- (67) Daily Lists of Cars Inspected: Since the Washington, D. C. lists of inspected cars have been discontinued, it is increasingly important that states prepare a daily list showing the car number and grade of each car inspected. This list is especially valuable to Market Inspection offices in which cars generally arrive before certificate copies are received by the Washington office. When it is not considered advisable to send out this daily list, the Supervisors should regularly inform the Washington office of the opening and closing of temporary or permanent offices, giving the name, telephone number, and address of the person to contact for shipping point reports. This information will be furnished the market offices through the Division Letters.
- (68) Care of Certificate Forms: Certificate forms furnished for shipping point deals are serially numbered, each state having its own series. The Federal Supervisor is responsible for these forms and should work out with the state a system of records for receipt and distribution so that each form can be accounted for. These forms are usually distributed from a central state office to each point at which typing is to be done. This makes it impossible to use the forms in exact sequence. In order, however, that there may not be a wide difference in the numbers being used at any one time, it is suggested that small quantities be sent out to the different offices several times during the season. At the completion of the deal, any forms which are left over should be returned to the central office. This policy applies to truck certificates and all other serially numbered forms.



Ordering Forms: Because of the delays in getting printing done, it is highly important that the Federal Supervisor anticipate his need for forms and place printing orders at least 6 months in advance. Orders should be based on expected needs for one year. If a greater quantity is ordered, full explanation should be made. Orders for cooperative certificate forms and any others which bear the name of the state should be sent direct to the Washington, D. C. office and the completed order will be shipped direct to the Supervisor or to the state official who will have charge of the forms as the Supervisor may direct. Envelopes, stationery, other supplies and all forms, except License Cards, Personnel, and Service Record forms, which are in general use throughout the country and do not carry the state name will be stocked at the District office which should be requested for such supplies. Lists of forms with their numbers can be obtained from the District Supervisor's office. Forms FV-292, FV-293 and License Cards should be ordered from the Washington office. (69)

Fees for Shipping Point Inspection: Under all cooperative agreements except those between the Federal Department and corporations or private firms, the fees are fixed by the cooperating agency, provided they do not exceed a maximum covered by the agreement. The Federal Supervisor should, however, urge upon the state the advantages of keeping fees uniform with neighboring states and must keep the Washington office advised of any contemplated changes in fees. The Washington office needs this information not only in its efforts to secure greater uniformity in shipping point fees but because the overhead fees on l.c.l. lots due the Federal Department may be based on a certain percentage of the fees charged. (70)

The fee which is charged on an l.c.l. lot should be shown on the certificate. Such certificates should also show the number of packages so that they can be reduced to a carlot equivalent basis if the cooperating party elects to pay the overhead fee on this basis. If such l.c.l. inspections are made for applicants paying on the weekly basis, the word "weekly" should appear after the word "Fee" on the certificate. (71)

Inspection Equipment: It is the duty of the cooperating party to furnish the necessary inspection equipment but the Federal Supervisor should see that the equipment is standard, complete and is kept in good working condition. Scales get out of adjustment easily and should be checked frequently. Aluminum sizars should be used instead of fibreboard which may warp and shrink slightly if they get wet. Thermometers, hydro-meters, and other apparatus should be checked regularly for accuracy. (72)

(73)

AUTHORITY TO DEBAR FROM BENEFITS OF ACT

Section 51.46 of Service and Regulatory Announcements No. 93 gives the Administrator of the Agricultural Marketing Service authority to deny the benefits of the Service, pending hearing, to anyone who is charged with fraud or misrepresentation in connection with his use of the Service or of a certificate issued by the Service. This authority has been delegated to the Chief, Fresh Fruit and Vegetable Branch, Fruit and Vegetable Division.

(74)

When a case of this kind comes to the attention of the Federal Supervisor, he should immediately air mail all facts to the Washington office with copies to the District Supervisor. The Washington office will take whatever action the facts warrant and advise the Supervisor accordingly. Usually an order temporarily debarring the applicant will be issued at once and a date of hearing will be announced.

(75)

Since the Supervisor has no authority to even temporarily debar an applicant from the benefits of the Service, he should be particularly careful not to make threats of discontinuing the Service. There are other remedies which may be invoked in case of violations of this section of the Rules and Regulations and the Washington office will decide which will be most effective.

(76)

Section 51.48 of the Rules and Regulations give the Department authority to deny the benefits of the Act to an applicant who either personally or through an agent or representative interferes with or obstructs by threats, intimidation, assault, or any other manner, an inspector in the performance of his duty. Since this is a local matter and frequently involves compulsory State inspection laws or marketing agreements requiring inspection, the cooperating agency should be urged to use every possible means to protect the inspector in the performance of his duty, but if such efforts are ineffective the Supervisor should advise the inspector to cease making inspections for the offending applicant and immediately report the facts to Washington.

(77)

Assessing and collection of fees are largely functions of the cooperating agency. However, if the cooperating agency is unable to collect assessed fees and wishes to refuse further inspection until the fees have been paid, the Federal Supervisor should cooperate with the agency in withholding inspection. All facts concerning this act of disbarment should be furnished the Washington, D. C. and District offices.

(78)

The above policy will apply to commercial transactions under voluntary inspection. When marketing agreement and order programs are in effect, it will usually be possible to arrange for the collection of fees through the officers administering the agreement.



REPORTING MISBRANDING

(79)

The Federal Inspection Service has no authority to regulate the marking of containers except in the case of certification under the Export Apple and Pear Act which must be refused if the fruit is not marked as required by the Act. Shipping Point Supervisors should, however, report by wire to E. E. Conklin, with copy to T. C. Curry, Chief of the Regulatory Branch, Washington, D. C., cases of "flagrant misbranding." This will include cases which plainly show that no effort has been made to comply with the grades indicated, or that there has been such carelessness in grading that the contents of the containers do not even approximate the grade marked.

SUMMARIES OF SHIPPING POINT DEALS

(80)

Each Federal Supervisor should prepare a summary of the year's work at the close of the fiscal year. If there is no work during the latter part of the year, the report should be made out upon completion of the last deal. Many states require a report of this inspection work. These reports vary greatly in the amount of details contained. Some have even gone so far as to show the number of cars of each commodity inspected at each shipping point. A copy of such state report is usually all that the Federal Supervisor need file in Washington provided it contains the information outlined below. Additional details in state reports are not objectionable but need not be included if the report is made out by the Federal Supervisor himself.

No exact form is required in making these summaries and it is realized that all reports cannot be similar in nature, however, it is believed that the following outline of important points will be of assistance in keeping data and in preparing reports:

(81)

1. Period Covered and Dates: When possible, the dates for these reports should cover the fiscal year - ending June 30. However, some states have fiscal years ending March 31, or at other times, and in such cases it may be necessary for the annual report to be based on such fiscal periods. Dates of different deals. Beginning and end with comments as to variation from usual period.

2. Volume and Extent. Number of commodities and volume of each inspected - in terms of certificates, carlots, truck or LCL lots, pounds, bushels, tons, etc. Also indicate approximate percentage inspected of entire commercial production and reasons why inspection not requested on remainder (when only small percentage inspected).

3. Quality and Condition. Comments on quality and condition of crop in general, with explanation of reasons, i.e., unusual rainfall or drought, heat or frosts, disease or insect infestation. These comments should include such factors as principal varieties grown, general size in relation to normal crop, color, shape, freedom from defects, general appearance and market quality. Presence and extent of pathological or physiological diseases or defects should be reported with as much information as available as to causes and effect on market value.

4. Personnel - Organization and Use. A record of the number of inspectors used, their origin, training and qualifications will prove helpful in future years. Such information includes home states of licensees, number given training and extent of such training, number employed at height of deal, experience of inspectors already trained, i.e., mostly first year men or mostly with several years' experience; number of key men and locations. For processing work the number of man-weeks can be used to show amount personnel used when the number varies considerably. These comments should also include adequacy of personnel, both in numbers and training for both regular inspectors and key men. Include an account of how the Federal Supervisor spent most of his time, i.e., in training inspectors, in checking regular inspectors, in checking with key men, in checking certificates, in procuring and assigning personnel.

5. Trade Relations. Indicate attitude of farmers, shippers and processors toward the Service in general. Occasional incidents or complaints should be ignored, but appreciable or widespread criticism or lack of cooperation should be reported with the apparent reasons for it. Likewise, favorable reaction and cooperation should be reported. Meetings attended for purpose of explaining or demonstrating inspection and grading should be reported.

6. Grades and Standards. Reports should indicate the extent to which various grades are used, especially when there is appreciable use of grades other than U. S. Grades. This is especially important in case of Consumer standards or in the use of premium grades, such as Extra Fancy apples, U. S. Extra No. 1 for peaches and potatoes. Criticism of existing standards or requests for new standards should be reported whenever voiced by an appreciable percentage of reputable growers or shippers. In general, such requests should also be reported immediately to the Washington or District offices without waiting for the annual report.



7. Containers, Loading, Transportation. Indicate the usual practices in these categories and explain any new ones being tried out. For example, cartons and wooden containers of smaller size and different construction are being tried on certain products. Hydrocooling of peaches and precooling of other commodities and various changes in loading methods to insure better circulation of air and prevent freezing or heating are examples of information that should be included. Since the truck is growing in popularity as a means of transporting fresh fruits and vegetables, any trends in the use of trucks or rail cars should be shown.

8. Fees and Salaries. Fees assessed for various products together with subsistence or per diem, overtime and mileage charged to applicants should be reported. Indicate any changes from past practices, together with trade reaction. List usual schedule of salaries paid various classes of inspectors. Show portion paid as per diem and subsistence when part is paid in this manner. Also show if salary and per diem based on 5, 6, or 7 day week and whether overtime paid. If so, the basis of the overtime. Likewise, indicate mileage paid inspectors after they report, as well as the basis for paying reporting expenses, including maximum if any.

9. Effect of Government Programs. When Federal or State marketing agreements requiring Federal-State inspection are in effect, the report should indicate the effect such programs have on the inspection work in volume, personnel, costs, grading, packing and marketing practices, etc. In like manner, indicate the effect of Government purchases or price support programs.

10. General Comments on the Year's Results. Indicate over-all appraisal of the quality of work, personnel, relations with the industry, strong or weak points, need recommendations for changes, etc. While the financial status of these deals is primarily the concern of the states and you will not always know the exact details, it will be desirable to report those that make good profits or incur substantial losses, together with explanations of why those deals were financially profitable or unprofitable.

POSTAGE REQUIREMENTS FOR VARIOUS TYPES OF MAIL  
AND USE OF PENALTY INDICIA ENVELOPES BY INSPECTORS

(82)

The following information outlines the instructions to shipping point supervisors and inspectors relative to the postage requirements for various types of mail and the use of penalty indicia envelopes by the shipping point inspection service.

(83)

Mail Weighing More Than Four Pounds: No bulk mail weighing more than four pounds may bear the penalty indicia. The law requires such mail to carry postage at full parcel post rates. The following paragraphs apply only to mail weighing four pounds or less.

(84)

First Class Mail: All straight first class mail, except mail for special handling, requires penalty indicia only.

(85)

Mail for Special Handling: Mail for special handling consists of registered mail, special delivery mail, foreign mail, and air mail, including registered and special delivery air mail. Postage requirements for these types of mail are as follows:

1. Registered Mail - Registered mail requires penalty indicia with additional postage for (1) registry fee and (2) return receipt, if requested.
2. Special Delivery Mail - All special delivery mail, except special delivery air mail, requires penalty indicia with additional postage for special delivery service.
3. Foreign Mail - Envelopes used to transmit foreign mail shall not bear the penalty indicia unless addressed as follows: Between places in any possession of the United States; from one to another of such possessions; from the United States to such possessions; from such possessions to the United States; or addressed to Bolivia, Canada, Chile, Columbia, Costa Rica, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras (Republic of), Mexico, Newfoundland (including Labrador), Nicaragua, Panama, Paraguay, Peru, Salvador (El), Uruguay, and Venezuela.
4. Air Mail - Envelopes used to transmit air mail shall not bear the penalty indicia. All air mail, including registered and special delivery air mail, requires direct payment of postage.

Use of Penalty Material: The Post Office Department is required by law to charge each Department of the Government for every piece of penalty mail. This charge is in lieu of postage. Penalty mail is not free mail; items bearing the penalty clause in the upper right corner have the same use as stamped envelopes. Each one must be accounted for and should not be wasted. (86)

The Washington office must make reimbursement for all envelopes used which bear the penalty indicia even though postage is affixed. Therefore, employees must not use envelopes or other material bearing the penalty indicia for personal use or for air mail. (87)

Civil Service appointed inspectors, and those who hold appointments as agents and collaborators may use penalty indicia envelopes to mail certificates to applicants but licensees can mail such certificates to applicants only in stamped envelopes. (88)

Pre-addressed penalty indicia envelopes furnished by the Federal Supervisor may be used by licensed inspectors and their clerical assistants only for the following purposes: (89)

1. Mailing of copies of joint Federal-State certificates and associated forms, FV 47, 47a; FV 214, 214a; FV 449, FV 184, FV 294 and carbons of letters to outsiders regarding inspection service policies to the Chief of the Fresh Products Standardization and Inspection Branch, Agricultural Marketing Service, Washington 25, D. C.
2. Mailing of the same forms as above, together with the inspector's notes, to a Federal Supervisor, agent, or collaborator to be vised.
3. Mailing of voided or superseded forms FV 47, 47a, and FV 214, 214a to the Federal Supervisor for accounting.
4. Correspondence with the Federal Supervisor regarding any phase of the work of the joint Federal-State Inspection Service. This includes requests for supplies furnished by the U.S.D.A., as well as the return mailing of any such supplies as may be requested by the Federal Supervisor.
5. Mailing of certificate copies and official correspondence to officials and employees of any Federal agency authorized to receive them under any marketing program. The control committee under a Marketing Agreement is not a Federal agency and so is not entitled to receive certificate copies in "postage free" envelopes except when they are sent in such envelopes by Federal employees, agents, or collaborators.



6. Mailing lists of inspected cars to various Federal Receiving Market Offices of the Service.

(90)      THE SUPERVISOR'S RESPONSIBILITIES FOR COLLABORATORS

The present policy of having collaborators make receiving market inspections makes it necessary that the Federal Supervisor of the state in which the collaborator is working give close attention to the selecting, training and supervising of this group of inspectors. The following points indicate the requirements of a collaborator and the responsibility of the Supervisor in selecting, training and supervising them:

1. An inspector must have the prerequisites for a GS-7 Grade inspector to become a collaborator and he must be recommended for the appointment by the Federal Supervisor of the state in which he is to work and by the District Supervisor. All applicants must file a Form 57 with the Federal Supervisor.
2. No collaborator shall be permitted to begin making destination inspections until he has had proper training, either in an organized training class, or in a market under the supervision of a receiving market inspector who is considered by the Washington office to be capable of giving the necessary training.
3. The work of each collaborator shall be checked at least quarterly by the Federal Supervisor of the state in which he works and a report made to the District Supervisor and to Washington. His work shall be checked also, at least once a year by either the District Supervisor or Assistant District Supervisor.
4. Every effort should be made to assign each collaborator to a receiving market for a period of at least two weeks a year in order that he may gain additional experience in certifying products with which he may not be familiar and receive such other training as may be possible.
5. State Supervisors should plan to give special supervision to collaborators in such matters as certificate writing, preparing other necessary reports, handling appeal inspections, inspecting seed potatoes, etc.

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Revised May 1954



